

## AMES LABORATORY QUALITY POLICY

### 1.0 APPROVAL RECORD

- Reviewed by: Quality Assurance Coordinator (Molly Granseth)
- Approved by: Quality Assurance Manager (Sean Whalen)
- Approved by: General Council (Barbara Biederman)
- Approved by: Chief Operations Officer (Mark Murphy)
- Approved by: Chief Research Officer (Duane Johnson)
- Approved by: Assistant Director for Scientific Planning (Cynthia Jenks)
- Approved by: Associate Director for Sponsored Research Administration (Deb Covey)
- Approved by: Deputy Director (Tom Lograsso)
- Approved by: Director (Adam Schwartz)

The official approval record for this document is maintained by Training & Documents.

### 2.0 REVISION/REVIEW INFORMATION

This policy will be reviewed and revised on the schedule described in Section 2.0 of the Ames Laboratory Quality Assurance Program Plan. The revision description for this document is available from and maintained by the author.

### 3.0 PURPOSE AND SCOPE

The Ames Laboratory Quality Policy establishes the Laboratory's commitment to quality assurance.

This policy applies to all Ames Laboratory personnel. No person may take or cause to be taken any action inconsistent with the requirements of this policy.

### 4.0 ROLES AND RESPONSIBILITIES

#### 4.1. Ames Laboratory Personnel

All Ames Laboratory personnel are responsible for ensuring quality in their activities, focusing on customer relationships, adhering to this policy, and following the [Line Management Roles and Responsibilities at Ames Laboratory Policy \[Policy 40000.003\]](#).

#### 4.2. Quality Assurance Manager

The Quality Assurance Manager has responsibility, authority, and accountability to ensure the development, implementation, assessment, maintenance, and improvement of the Quality Assurance Program. The Quality Assurance Manager reports to the Deputy Director.

### 5.0 QUALITY POLICY

It is the policy of Ames Laboratory to maintain a quality assurance program that is appropriate to the vision and mission of Ames Laboratory, supports its strategic objectives, and provides a framework for setting quality objectives.

Ames Laboratory is committed to satisfying applicable requirements, continuous improvement of its quality management system, and providing reasonable assurance of adequate protection from adverse consequences for workers, the public, and the environment, taking into account

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the work to be performed and the associated hazards.

The Ames Laboratory [Quality Assurance Program Plan \[Plan 10200.026\]](#) is the primary compliance document that defines the approach used for meeting quality assurance requirements listed in the Prime Contract, regulations, and orders, and for adopting relevant consensus standards.

## 6.0 COMMUNICATION

Ames Laboratory will ensure that the Quality Policy be maintained within the Document Control Program and be available for review on the [Forms and Documents](#) web page. The Quality Policy will be communicated to personnel through awareness training and during discussions with supervisors. Understanding will be evaluated through testing or during annual performance evaluations.

## 7.0 AWARENESS

To promote awareness of the Quality Management System Laboratory personnel will receive initial Quality Assurance Awareness as part of General Employee Training (AL-001). Other employees with responsibilities more directly related to quality assurance will complete Quality Assurance Training (AL-222), and/or receive specific instruction commensurate with their roles and responsibilities. AL-222 retraining is required every three years.